

UNIVERSITY OF JAMMU
[NAAC ACCREDITED "A+" GRADE UNIVERSITY]
COLLEGE DEVELOPMENT COUNCIL

ADMISSION NOTICE FOR FOUR YEAR UNDERGRADUATE
PROGRAMME(FYUGP) IN NON- GOVERNMENT DEGREE COLLEGES
(2024-25)

PROCEDURE FOR SUBMISSION OF ON-LINE APPLICATION FORM:

On-line application form is available on websites www.jammuuniversity.ac.in and www.jucdc.co.in. After completing on-line application form, a print-out of the same be taken and application fee be deposited in the Jammu & Kashmir Bank Account No. **0345040100010381** maintained by the Directorate of College Development Council through e-banking/debit/credit card by exercising on-line payment option while completing the form. Non-deposit of application fee would render the application form cancelled.

IMPORTANT DATES

1	Date of start of on-line application with application fee Rs.500/-	18.07.2024
2	Last date for filling on-line application	05.08.2024
3	Date of filling on-line application form with fee Rs.800/- (normal fee Rs.500/- + late fee Rs.300/-)	06.08.2024

Note:

For the display of the merit list, please keep check with dash board www.jucdc.co.in.

1. Eligibility & Admission Process

- 1.1 Admission to FYUG Programmes in various Non-Government Degree Colleges affiliated to the University of Jammu for imparting instructions in BA/B.Sc/B.Com/BBA/BCA Courses will be done on the merit basis of qualifying examination.
- 1.2 The candidates must refer to the list of Programs, Program-Specific Eligibility Criteria and fee structure of each programme notified by the Government. The merit list published on the website shall be adhered to by all Non-Government Colleges affiliated to the University of Jammu.

2. Admission updates:

- 2.1 Candidates are advised to check their dashboard, email and website for all communications and updates related to admissions.
- 2.2 The candidate will be required to appear in person in the allotted college to verify the original documents as per the dates notified by the respective colleges.

- 2.3 In case of non-compliance with the requirements for admission, including non-submission of relevant documents and/or non-payment of Fee/s within the stipulated date and time, the candidate will lose his/her right to admission. If at any stage, documents submitted by the candidate relating to the admission are found to be fake/not-genuine and/or else fabricated information or in any other manner defective, the said candidate will not be given admission and if already admitted, admission will be cancelled without any prior notice in this regard. If any discrepancy is found after completing the Program, his/her degree will be revoked and appropriate legal action will be taken against him/her. The University of Jammu reserves the right to cancel the admission of any candidate who violates the rules and regulations laid down by the University.
- 2.4 University of Jammu will not be responsible for a candidate's lack of awareness of the admission guidelines, schedule, eligibility criteria, and rules defined in this document. It is the sole responsibility of the candidate to keep checking the dashboard, email and website of University regularly created for the admission purpose.

3. Online Portal

3.1

The online platform will be made available for seeking admission and candidates seeking admission to Non-Government Colleges affiliated to the University of Jammu must fill the application form online through this platform only. There will be no offline filling of the application Form. CUET appeared candidates as well as Non-CUET candidates have to fill this form. For CUET candidates, Application Number of CUET Application form, is mandatory for filling the application form.

4. Admissions

4.1

If a candidate has applied for admission but doesn't fulfill the eligibility criteria of any program offered by Non-Government Degree Colleges, his/her candidature will not be considered.

4.2 If all the documents are found to be in order and the eligibility criteria are met by the candidate, the College will provisionally approve the Allocated Seat. In that case, the candidate will have to take the admission on the approved allocated seat by paying the admission fee in the concerned college within the stipulated time.

4.3

The candidates are advised to keep the login credentials, i.e., login Id and password, strictly confidential to avoid misuse. **The login credentials, once created, cannot be changed/edited under any circumstances.**

4.4

The candidate must adhere to the stipulated timelines of all allocation and admission rounds.

- 4.5 Candidates are advised to fill the preference as per subject combinations available in the college.

5. Confirming the Preferences

- Review and confirm the order of preferences for the College+Program combinations.
- Click on '**Submit**' on/before the last day of Preference-Filling phase. **Reordering** of preference of combinations, if needed, should be done before the deadline of the Preference-Filling phase.
- **Not that editing or changing preferences after the deadline is NOT allowed or after clicking the "Submit" button. So be careful of the choice of subject/s place of college and the programme before pressing "Submit" button.**
- If preferences are not submitted, **the last saved preference order will be locked automatically** and used for seat allocation upon reaching the deadline of the Preference-Filling Phase. These locked preferences will become the basis for allocating seats.

6. Document Verification by the Admission Committee

- 6.1 Online Document verification will be done for candidates before the allocation round by the respective college Admission Committee. Candidates with no document deficiencies will receive allocation approval from the respective college.
- 6.2 The College will verify the facts & figures submitted by the candidate with the marks card submitted.
- 6.3 During the online approval process, if a college seeks more clarity/information from the candidate, it may rise a query to the candidate
- 6.4 After verification, the college will either "Approve or Reject" application form of the candidate. No application will be left attended by the college.

7. Seat Allocation

- 7.1 On declaration of the allocation list/s, the candidate must check the lists carefully and log onto his/her www.jucdc.co.in dashboard for acceptance of the allocated seat, if offered

- 7.2 It is the responsibility of the candidate to login to the dashboard and check if a seat is allocated in a given round of seat allocation, and if allocated, the candidate must complete all admission formalities within stipulated time period.

8 Final Admission and Document Verification:

- 8.1 After allocation of preferred seats, students have to visit the allotted college with all the original documents along with one set of photocopies of self-attested documents for physical document verification with the scheduled time slot and date allotted (Separate notification will be issued for counseling schedule)

9. APPEALS

In case a candidate, who has filled his/her on-line Application Form and deposited the requisite application fee has any grievance and feels that the norms governing the admission have not been adhered to, he/she shall have the option to make an appeal on the prescribed form on payment of fee as prescribed by the University in the form of Demand Draft drawn in favour of the **Director College Development Council payable at Jammu**. The form duly filled in shall be submitted in the **Office of Director (CDC) within seven days after the last prescribed date of admission**. Such appeals shall be considered by the Appellate Authority comprising of the following:

1. Vice-Chancellor (Chairman)
2. Dean, Academic Affairs
3. Registrar
4. Director College Development Council
5. One Principal of a Non-Government College to be nominated by the Vice-Chancellor
6. Joint Registrar (CDC)
7. Assistant Registrar (CDC) - Member Secretary

Majority of the members shall form the quorum.

10. IMPORTANT NOTES:-

1. Every College shall have an Admission Committee for scrutiny and verification of documents of candidates. The committee shall consist of:
 - Principal of the College
 - Two senior faculty from the college concerned.

It should be notified by the college on its website.

2. The admission committee shall be wholly solely responsible for admission of the students in their respective colleges. In case, if any, wrong admission or admission to ineligible candidate(s), the Principal/Incharge of the Admission committee shall be liable to face the legal consequences arising thereof, if any, and the University shall also impose a penalty as per the decision of then Competent Authority on the college for each wrong admission and the college will be responsible to pay the same to the University as and when demanded.

3. As per University Council Resolution No. 75.15 dated 11.10.2013, if the number of students admitted in a non-government affiliated college in a course is less than 20 or less than 50% of the sanctioned intake of that college (whichever is less), the said course shall not be allowed to be run in that college.

No: CDC/2024/1304
Dated: 18.07.2024